

JOB OPPORTUNITY
DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)
WESTERN CONNECTICUT MENTAL HEALTH NETWORK (WCMHN)

MEDICAL RECORDS CLERK – POSITION NUMBER WC105752

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.

Location: Quality Information/Medical Records – Waterbury Area Office

Job Posting No: WC105752

Hours: Monday-Friday – 8:00 a.m. – 4:30 p.m. – 40 Hours per Week

Salary Range: \$38,552 to \$50,582

Posting Date: May 22, 2014 **Closing Date:** May 28, 2014

Eligibility Requirements:

1. Candidates must have **applied for and passed the Medical Records Clerk exam** and **be on the current certification list** promulgated by the Department of Administrative Services for this classification.
2. State employees currently holding the above title or State employees who have previously attained permanent status may apply for lateral transfer.
3. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Special Requirements: Incumbents in this class must possess and retain a current/valid Motor Vehicle Operator's License. Incumbents in this class may be required to travel to multiple WCMHN sites.

Duties: The Medical Records Clerk performs medical records support functions, including checking documentation for completeness - sorting, filing, thinning, and maintaining physical chart ; ensuring charts are in good repair, uniform and filed in approved order of filing; data entry and generating reports including but not limited to face sheets, client rosters, and documentation tickler reports; monitors and enforces chart sign-out procedures; locates charts as needed; assists with pulling and re-filing charts for physicians and other staff to facilitate billing and Medicare/Medicaid. Moderate lifting, bending, and reaching.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).). The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas - Employment Opportunities

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates = Medical Records Clerk** must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotion/demotion candidates** must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All Other Candidates:** Individuals must be on the current certification examination list promulgated by the Department of Administration Services and complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

Email: Julie.Roy@ct.gov

OR

Fax: (203) 805-6432

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. **(NP-3)**